



September 2004

United States Army Soldier Support Institute

Process a DFR Packet

Practical Exercise

(DO NOT WRITE IN THIS BOOKLET)

Process a DFR Packet

OBJECTIVE: This practical exercise is designed to evaluate your ability to process a DFR packet.

MATERIALS NEEDED:

- 1 Extract AR 630-10
- 2 Extract AR 600-8-6
- 3 Extract DA PAM 600-8
- 4 Scratch Paper
- 5 Pencil

INSTRUCTIONS:

1. This booklet contains 10 questions. You must answer seven questions correctly to attain a passing score of 70%. You will have 50 minutes to complete this practical exercise. Count and check each question now. If you are missing a question or a portion of it is illegible, obtain a new practical exercise booklet from your instructor.
2. Each question has only one correct answer. Make all responses clear and legible on a separate sheet of paper. Read each question carefully but move on so that you may answer all questions in the time allotted.
3. **ALL WORK ON THIS PRACTICAL EXERCISE MUST BE YOUR OWN.** You may **NOT** communicate with other students, give or receive assistance, or pass on information about this exercise to other students. Failure to follow these instructions will result in the appropriate disciplinary action.
4. Upon completion of this exercise turn in your answers to your instructor. You will receive further instructions at that time.

DO NOT BEGIN UNTIL YOU ARE TOLD

1. What form is used to report a change in a Soldier's duty status?
 1. DA Form 268
 2. DA Form 458
 3. DA Form 4187
 4. DA Form 4384
2. How long does the unit have to prepare the complete DFR packet?
 1. 2 days.
 2. It must be prepared on the 31st day of AWOL.
 3. 48 hours from the time the Soldier is reported DFR.
 4. 30 days from the date the Soldier was reported DFR.
3. Where does the unit forward the DD form 458?
 1. The Provost Marshall Office.
 2. The Medical Treatment Facility.
 3. The Summary Court Martial Convening Authority.
 4. The United States Army Deserter Information Point.
4. Which of the following circumstances must exist for a Soldier to be reported DFR?
 1. He or she is confined by civilian authorities.
 2. The Soldier wants to join the Armed Forces of another country.
 3. The Soldier is absent without authority and remains absent for 28 days.
 4. There is reasonable belief that the Soldier has left his or her duty station with the intent to avoid hazardous duty or important service, or intends to remain permanently absent.
5. When must the unit forward a letter to the next of kin?
 1. On the 10th day of AWOL. **(ONLY)**
 2. On the 15th day of AWOL. **(ONLY)**
 3. On the 31st day of AWOL. **(ONLY)**
 4. Both 1 and 3.
6. Who prepares the DA Form 4187 changing the Soldier's duty status to DFR?
 1. PSB.
 2. Bn S1.
 3. USADIP.
 4. Commander.

7. Where is the DD Form 553 forwarded for further processing?

1. The Provost Marshall Office.
2. The Medical Treatment Facility.
3. The Summary Court Martial Convening Authority.
4. The United States Army Deserter Information Point.

8. What is the DA Form 137?

1. Charge Sheet.
2. Installation Clearance Record.
3. Report of Duty Status Change.
4. Deserter Wanted by the Armed Forces.

9. Who forwards the complete DFR packet to USADIP?

1. PSB.
2. PMO.
3. Bn S1.
4. Commander.

10. What address is used to forward a completed DFR packet?

1. Commander
Fort Knox Personnel Control Center
ATTN: ATZK-PMF-DIP
Fort Knox, KY 40121
2. Commander
ARPERSCOM
1 Reserve Way
St. Louis, MO 63132
3. Commander
USADIP
ATTN: ATFZ-PCC-D
Fort Knox, KY 40121
4. U.S. Department of State, Deputy Assistant Secretary for Passport Services
ATTN: CA-PPT-L
McPherson Building
1425 K Street, NW
Washington, DC 20524